

**Job Announcement**

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The Department of Administrative Services

STOREKEEPER

5529

**EMPLOYMENT OPPORTUNITY
Commission on Fire Prevention and Control****STOREKEEPER****Position # 00089049****PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS ANNOUNCEMENT.**

OPEN TO: The Public
LOCATION: The Connecticut Fire Academy, 34 Perimeter Road, Windsor Locks, CT
SCHEDULE: Full-Time, 37.5 hours per week
SALARY GROUP/RANGE: TC-12 \$32,704.50 – \$41,618.16 annually
CLOSING DATE: November 30, 2007

The Commission on Fire Prevention and Control is recruiting for a Storekeeper within the Training Division located at the Connecticut Fire Academy, 34 Perimeter Road, Windsor Locks, CT. The incumbent will be responsible for independently performing a full range of various stores duties, both manual and clerical, such as receiving, storing, issuing, inspecting, and inventorying agency property. The incumbent will also be responsible for maintaining agency vehicle lists, including mileage and maintenance records, scheduling all warrantee and non-warrantee vendor maintenance of agency equipment, and handling all shipping and receiving for the agency. In some cases issuing agency equipment may require travel throughout the state for delivery.

The preferred candidate will have fire service experience.

QUALIFICATIONS:

APPLICANTS **MUST** HAVE A MINIMUM TWO (2) YEARS EXPERIENCE IN STOCK OR WAREHOUSE WORK OR BE ON THE REEMPLOYMENT OR SEBAC LIST FOR STOREKEEPER.

APPLICATION INSTRUCTIONS:

In order to be considered for this opportunity, in addition to meeting the above-stated requirements, applicants must submit a cover letter, completed State Application (PLD-1) and resume to:

Timothy J. Geary, CFPC89049
Small Agency Resource Team
Department of Administrative Services
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106
Fax: (860) 622-4922

Resumes alone will not suffice. State Application (PLD-1) is required, along with a cover letter and resume; the application package must be received by close of business on November 30, 2007.

Please note, we cannot confirm receipt of applications.

PLD-1 application forms are available from human resources units of state agencies; Labor Department Job

Centers/CT Works Offices located throughout the state; and on the World Wide Web at:
<http://www.das.state.ct.us/exam/#app>.

The filling of this vacancy will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/ affirmative action employer and strongly encourages application of women, minorities and persons with disabilities.

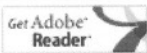
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